

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, February 18, 2015
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; Vacant, Secretary; Alderman Randy Scannell; Ron Antonneau and David Harp

MEMBERS EXCUSED: John Withbroe, Vice Chair; and Kevin Kuehn

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Cindy Tappy, Compliance Coordinator; Lisa Conard, Brown County Planning; Dan Teaters, Brown County Planning; Vincent Caldara, MV General Manager; and Alderman Dave Nennig

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:20 a.m.

R. Kolb stated we need four people for a quorum, so we can't take any action on items; R. Antonneau will be attending, so when he arrives we will go back to address the action items. Item #6 and #8 were moved to item #2 and #3.

2. Update: Downtown Route

P. Kiewiz noted that when going through the budget process Metro had budgeted for a new Downtown Route. We are looking at few different options. P. Kiewiz has met with different partners in the community to get some feedback on what they would like to see. There will be a presentation at the March meeting on what staff is recommending. Implementation target is for the end of April timeline. Metro will be looking at changing a couple of other routes that are in the downtown area; possible Route 4, 8 and 18. Having a 30 minute Downtown Route; we will not need those other routes to go through there which helps with the timing restraints of those routes.

3. Directors Report

P. Kiewiz stated she had a few items to update the Commissioners:

P. Kiewiz stated we have been asked to take a look at possible deviation in the Red Smith School area in the afternoon. Staff looked into this request and determined we are able to accommodate the Red Smith area with Route 7. We don't see any concerns. Looking at implementing March 2nd it would only do the deviation after the route leaves UWGB.

R. Kolb inquired how the ridership is at the VA Clinic.

P. Kiewiz stated not a lot at this time. We do service the VA Clinic every half hour.

P. Kiewiz commented we had an individual that visited us a couple months back regarding some capacity concerns on Route 6. We have looked at those concerns and will be adding an additional bus to Route 6 this coming Saturday, February 21st (12:15pm-4:15pm). We will continue to monitor if we need to expand those hours.

P. Kiewiz stated she had conducted a couple of “Meet The Transit Director” meetings the past week for the public to meet with the Transit Director and to give everyone the opportunity to come and share their thoughts and for her to inform them of Metro’s goals for the year. The meetings went pretty well. Alerts were posted on the fixed route buses as well as the Paratransit vehicles. We did not have anyone from a Paratransit side; staff from Syble Hopp and ASPIRO attended the meetings.

Our next Transit Commission meeting will be March 18th; that is also Transit Driver Appreciation Day. Metro is going to do something special that day for our employees. She will be having an omelet station and make breakfast for the employees that day. Feel free to come in early for the Commission Meeting and you can join us. We will be starting at 5:00 a.m. The Operators and all employees do a great job and obviously, we couldn’t be as successful as we are without them.

P. Kiewiz stated she would like to introduce Dan Teaters from Brown County Planning.

D. Teaters commented he had started working for Brown County Planning back in June 2009. He provides mapping support for transit.

P. Kiewiz stated Dan works with us to get our route guides together, our flyers for the Game Day Routes. He does great work behind the scene for Transit.

At our next meeting in March; we will have Brown County Planning on the agenda to present a bus stop study that Dan has done for us.

P. Kiewiz stated the first week of March she will be going to Washington D.C. with WURTA annual Fly-in.

4. Approval of Agenda

R. Antonneau made a motion to approve the January 21, 2015 agenda. R. Scannell seconded the motion. Motion carried.

5. Approval of the minutes of the January 21, 2015 meeting

R. Scannell made a motion to approve the minutes from the January 21, 2015 meeting.
R. Antonneau seconded the motion. Motion carried.

6. Discussion/Action: Award the RFP for the Flooring Projects

P. Kiewiz stated Metro staff has gone out on bid to replace some flooring in the facility; this project was Cindy's. We put the bids out as three (3) separate projects: One is to replace the rubber flooring in the public lobby. There are several areas where the rubber is worn down. The second project is replacing the carpeting in the Commission Room and the Administration area. The seams are pulling apart and the walk way path is so worn. We are looking at carpet tiles for those incidents of stains. It would be easier to pull up that square versus the entire carpet.

R. Antonneau asked if the carpet wear is within the normal wear and tear.

P. Kiewiz stated all the flooring is the original flooring from when the building was built back in 2000. There is a lot of use; the carpeting in the Commission Room has areas that are starting to come up as well as the seams are pulling apart. There is a lot of traffic flow in those 15 years. The public lobby flooring (anti-skid) has had very dull finish. This is one of the things we need to make sure it is properly maintained. There were a few things that could have been done to help preserve that flooring.

R. Antonneau inquired when the anticipated timeline for the installation.

P. Kiewiz stated the public lobby when we went out for RFQ we have asked to have that installed over Memorial weekend, so that it would not interfere with passengers. The carpeting would be installed late spring.

P. Kiewiz and Steve Grenier have discussed the roof concerns. We will have a consultant come in and take a look at the roof and lay out exactly what has to be done; this way we can hold someone accountable for what work has been done.

P. Kiewiz stated project three is the 2-separate area rugs that go into the tilted offices.

P. Kiewiz stated staff is recommending two different vendors for the bids; L.P. Mooradian for the non-slip rubber flooring with the walk off tiles and the 2-area rugs; and Koehler Flooring for the carpeting.

R. Antonneau made a motion to award the flooring projects as follows:

Project 1 – Award to L.P. Mooradian for \$15,988 for the Non-slip Rubber Flooring (with border) along with the Walk-off Carpet Tiles for \$1,578.00 for a total of \$17,566.00.

Project 2 – Award to Koehler Flooring for the Carpet tiles for \$17,160 (plus \$250 for the additional boxes of carpet tiles) for a total of \$17, 410.00.

Project 3 – Award to L.P Mooradian for the Carpet area rugs with bound edges for a total of \$262.00.

D. Harp seconded the motion. Motion carried.

7. Discussion/Action: Approval to Renew the Transit Agreement with Rasmussen College

P. Kiewiz stated Metro has been partnering with Rasmussen since 2011 for the RazPass. This program for Rasmussen College has changed multiple times. The college would get passes from us that were good for a solid year. We were seeing passengers using the passes that didn't even go to the college. As the college implemented new policies on who received passes; those numbers decline. Rasmussen College is on a different type of program than the U-Pass. Transit has received requests from some of the other Technical Colleges are asking what Metro could provide for them. This is something Metro needs to explore options with all the different program and classes that the technical colleges have and how we would be able to implement a program.

Staff is recommending to approve this agreement for 6-month to give us some time to explore options on how we would like to handle the area colleges.

UWGB and St. Norbert College have the 25cents per ride; those are 1,000 plus rides versus a couple 100 rides. Metro needs to be very cautious on what we do as it would have a big revenue impact on us even with the technical colleges; anyone taking a class is technically a student and would be offered the discounted ride.

We are exploring the idea of a special pass which would be less than a full fare adult pass.

R. Antonneau asked if Metro has ever been contacted by Aurora, Bellin College of Nursing and the YMCA out in Bellevue; there are some bigger institutions out that way that we do not cover. Another area that was discussed was Global University and the Holiday Express.

P. Kiewiz stated she has met with Bellevue and discussed the Bellin College of Nursing; we currently do not service that area; it would have an impact on Bellevue; they are interested in some of that service you mentioned. This year we are working with Brown County Planning on an East Side study; hopefully we will be able to address some of those things through this study. Currently, the way the routes are designed it would be difficult to hit those places and be back at Metro to make connections in an hours' time period, as we explore an East Side transfer point; we will be able to accommodate some of those places that are further out.

In regards to the area of Bellevue located by Global, Lakeland and the Sheriff's Department; Metro is exploring as we take Route 18 out of the Downtown if this is something we will be able to do. Ultimately, she will need to have those conversations with Bellevue as that will change their local share.

R. Antonneau commented that he had heard a few months ago; some of those businesses have expressed an interest in sharing the cost or even partnering with Bellevue.

P. Kiewiz stated with the Rasmussen College; we would provide rides to students for the next 6-months; at a cost of \$500.00. Ridership is not that high. Rasmussen College do have students that still are using it and Rasmussen College still want to offer it to their students.

R. Antonneau made a motion to approve the renewal agreement with Rasmussen College for the next 6-months. R. Scannell seconded the motion. Motion carried.

8. Operational Reports

P. Manley stated in your packets you will find several operating reports. She gave a brief overview of the ridership reports for Fixed Route and Paratransit. P. Manley stated if the Commission would have any questions, she would be happy to address them.

R. Kolb commented a 16% increase in ridership is great; good job!

R. Scannell asked what the difference is between a base fare and an agency fare.

P. Kiewiz stated those fares are for the Paratransit program. Under federal regulations an individual uses Paratransit we are allowed to charge them twice the cash fare of a fixed route ride. The base fare for Paratransit is \$3.00. We do have agency's (Human Services, Schools, and Nursing Homes) that do receive federal transportation dollars; they will utilize our Paratransit program and because they receive funding to provide that transportation, regulation does allow Transit to charge an agency fare. The agency fare is \$13.00 and as of July 1st the agency fare will go up to \$15.00.

R. Antonneau asked if Metro receives any reimbursement or adjustments on fuel.

R. Kolb commented we provide the fuel to MV.

P. Kiewiz stated we provide the fuel; MV fills at our pumps. Metro receives a State Tax rebate a couple times a year roughly \$9,000-\$10,000. Metro has seen a savings with fuel.

P. Kiewiz gave an overview of the 2014 Accident Analysis Report for Operators. We should be very proud of this outcome and our staff does a prenominal job.

R. Antonneau asked how we have been doing with keeping up with the snow removal from the bus stops.

P. Kiewiz stated our Maintenance Grounds Keeper is who works on that; we also have a Huber inmate here as part of the program the Mayor had implemented. Metro does not shovel out every single bus stop; although we do all the heavily used stops. We do have individuals in the community that if the stop is on their property; they will assist in helping shovel.

9. Closed Session: Update on Labor Negotiations

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

Motion by R. Scannell, second by R. Antonneau, to convene in closed session. Motion unanimously carried.

Attendees for closed session were Roger Kolb, Chair; Alder. Randy Scannell, Ron Antonneau, David Harp, Patty Kiewiz, Transit Director; and Melanie Falk, HR

Motion by R. Scannell, second by R. Antonneau, to reconvene in open session. Motion unanimously carried.

No action was taken during closed session. The Commission received an update on labor.

10. Other Business

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, March 18, 2015 at 8:15 a.m.

12. Adjourn

Motion made by R. Scannell second by R. Antonneau, to adjourn at 9:45 a.m. Motion carried.

Respectfully submitted,

Essie Fels